

## **CITY OF ATLANTA EFILING REGISTRATION**

### **How to register**

1. Enter your first name, last name, and email address
2. Click "register"
3. If the information you entered matches the city's efilng database, you will receive the message: "The registration process was successful"
4. An email will be sent to you with your password

### **How to login**

1. Return to the efilng system home page at <https://apps.atlantaga.gov/efile/>
2. Enter your email address as your User ID
3. Enter your password exactly as it appears in your email
  - o the password is case sensitive
4. Click "login"

### **Unsuccessful registration**

If you are unable to register successfully using the short online form:

- ✓ Call 404.330.6286 to confirm, or change, your name or email address in the database
- ✓ Complete the open registration form
  - o You select your own password
  - o You will not have immediate access to the efilng system
  - o It may take up to 24 hours before you are granted access

### **Open registration**

1. Click "open registration form"
2. Enter your name, address, email address, and office telephone
3. Check your reason for filing
4. Check the reports to which you seek access
5. Create a password and retype it
6. You will receive an email within one business day if you are granted access to the City efilng system